

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 021		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Region 6 US Environmental Protection Agency 1445 Ross Avenue Suite 1200 Dallas TX 75202-2733		CODE R6		7. ADMINISTERED BY (If other than Item 6) 		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TOEROEK ASSOCIATES, INC. Attn: Sandra Troyano 300 UNION BLVD. SUITE 520 LAKEWOOD CO 80228-1552				(x)		9A. AMENDMENT OF SOLICITATION NO.	
				x		9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-10-011 EP-DTO6-00009	
				x		10B. DATED (SEE ITEM 13) 09/16/2010	
CODE 825211824		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) See Schedule							
13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.						
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).						
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:						
X	D. OTHER (Specify type of modification and authority) PERFORMANCE WORK STATEMENT						
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not. <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) DUNS Number: 825211824 Enforcement Officer Support No. 5 This modification is hereby issued to request a cost estimate for the attached work plan assumptions for the period of performance of 4/12/15-10/11/16. The estimate is due on February 28, 2016. This modification does not change the task order ceiling. The task order ceiling is \$398,381.00. TOCOR: La'Monica Collins LIST OF CHANGES: Continued ... Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Latrice Williams			
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		16C. DATE SIGNED 01/29/2016	

NAME OF OFFEROR OR CONTRACTOR
 TOEROEK ASSOCIATES, INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification : Other Administrative Action Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 09/16/2010 to 07/11/2016				

ESS IV TASK ORDER 09 ASSUMPTIONS

TASK ORDER 09 ASSUMPTIONS

Contract EP-W-10-011

April 12, 2015 – October 11, 2016

(Option Year 2 extension (6 months), the Extension Period (9 months) and the Extension Option Period (3 months))

Task 1 – ADMINISTRATIVE SUPPORT

Under this task, Toeroek will provide administrative support to include project planning, information and financial reporting and task order close-out. Toeroek will attend monthly progress report meetings or participate in monthly progress report conference calls with the EPA Project Officer (PO) and Contracting Officer (CO), respond to questions related to administrative issues, and attend ad-hoc meetings as required to address potential performance issues, information requests, and special reporting needs. In accordance with the ESS IV Contract, Toeroek will prepare and provide technical and cost information to be included in the monthly progress report and invoice, prepare and distribute all contract required reports and ad-hoc reports as requested by the PO and/or CO. Toeroek will provide task order close out support in accordance with the task order.

1.1 Project Planning and Support

- a. Toeroek will attend 18 monthly progress report meetings a year with the EPA Project Officer (PO) and Contracting Officer (CO) in EPA Region 6.
- b. Toeroek will respond to questions by email or phone related to administrative issues, not applicable to Task Orders once a month.
- c. Toeroek will attend three ad-hoc meetings as required to address such things as potential performance issues, information requests, and special ad-hoc reporting needs for these task orders.
- d. Toeroek will perform preliminary security/background checks for its personnel to obtain badges and computers for onsite contractor personnel. Toeroek will also coordinate the installation and set-up of computers with the EPA IT specialists once workspace is provided by EPA.

1.2 Information Control and Reporting

- a. Toeroek will prepare and track technical and cost information pertaining to the TO for inclusion in the monthly progress report and monthly invoice in accordance with Attachment 2, Reports of Work.
- b. Toeroek will prepare and distribute all contract-required reports in accordance with Attachment 2, Reports of Work.
- c. Toeroek will prepare ad-hoc reports as requested and funded to assist the PO and CO in responding to contract information requests.

- d. Up to two ad hoc reports may be requested per year and each report will be no longer than two pages.
- e. Activity summaries of all work orders will be included in the monthly technical progress report.
- f. Workflow reports to ensure preservation and maintenance of audit trails of all records management functions will be included for each EO's TO.

1.3 Task Order Closeout

Toeroek will support all phases of work related to TO closeout support. The TO file will consist of 20-50 pages. Toeroek will obtain copies of corporate and team subcontract administrative program support task order files from temporary file storage and place them in the appropriate order for conversion to long-term data storage in conformance with direction provided by the CO. This task will be performed in accordance with FAR Part 4 Administrative Matters and specific regional notification to Toeroek.

Toeroek will transfer files to the subsequent TO, index all documents and prepare images in accordance with Region 6 standards. Closed TO files will be submitted to EPA on CDROM or DVDROM. Toeroek will prepare a TO Closeout Report in accordance with the contract requirements.

Task 2 – Document Collection and Compilation

Under this task, Toeroek will support EPA with preparing various reports as needed by the EPA COTR for an unspecified “medium site.” Toeroek will prepare reports and deliverables as specified in the TO.

Task 3 – Administrative, Legal and Negotiation Support

Under this task, Toeroek will support the Agency with securing appraisals, surveys and interviews as needed.

Task 4 – Document Organization and Control/Records Management

Under this task, Toeroek will support EPA with records and document management practices needed to ensure timely retrieval of materials upon request

***Medium Site:** For estimating purposes, assume one (1) medium site's document holdings included fifty (50) boxes to be reviewed and fully processed. Assume no travel will be required under this task*

Under this task, Toeroek will perform the following functions, if needed:

- Inventory Maintenance
- Identification/Documentation

- Classification Support-Categorization
- Reconstitution/Reorganization/Document Boundary Definition
- Preparation for Digital Conversion
- Indexing via the Bulk Processing In-Filing form with Excel Index Formatted Template

Task 5 – Litigation Support

Under this task, Toeroek will support EPA with pre-litigation and litigation support upon EPA tasking as needed. Site is required for a medium site (i.e. US Oil Recovery site or alternate site).